



CIVIL LAW TIDBITS

A Monthly Info Sheet

One Page

One Topic

374 AW/JAC

NOVEMBER 1996

Civil Law

What do we do?

An easy definition: If it's not Military Justice or Claims, it's handled by Civil Law.

JOB #1: Administrative Discharges

Other Responsibilities:

Barments/Warning Letters

Suspension/Revocation of AAFES or

Commissary Privileges

Front Desk Duties - Powers of

Attorney and Notaries

Legal Assistance

Preventive Law

Labor Law

Legal Reviews of:

FOIA/Privacy Act requests

EOT Complaints

Demotions

Security Incidents/Violations

Commercial Sponsorships

Suspensions/Revocations of

Driving Privileges

Line of Duty Determinations

Private Organization Activities

"Cats & Dogs" (Is it legal?)

CIVIL LAW STAFF

Duty Phone: 225-8423/8118

Lt Col William F. Phillips SJA

Capt Natonne Kemp

OIC

Capt Michelle Yeske

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Paralegal

We cannot begin processing a discharge until we receive everything we need from the squadrons. Our goal is to process all notification discharges within 15 days.

Administrative Discharges

1. Since April of this year, we have been able to effectively reduce our processing times on Administrative Discharges. This is largely due to the assistance and cooperation we have received from the Separations Office at MPF and the squadrons.

2. We continue to look for ways to enhance our efficiency and provide better service to squadron commanders. With this in mind, we have noticed some things that could help improve and speed up the discharge process.

3. First, we must have the member's PIF and RIP before we can start processing an Administrative Discharge. If we receive the PIF but not the RIP, processing will be delayed.

4. Second, once the squadron commander has scheduled a date to serve the member with a notification of discharge, the supervisor or first sergeant should ensure the member is present on that day. Also, the member should not be placed on special duty/details that would

prevent him/her from preparing and/or presenting their written responses on the scheduled due date. Often, the commander will give the member additional time to prepare and present their written responses if the member is on a special duty or detail.

5. If the commander desires to discharge someone, the commander or first sergeant should personally notify our section. Unlike Article 15s, we cannot review the blotter for potential discharge candidates.

6. Finally, if the member has access to Sensitive Compartmented Information (SCI) or Special Access Programs, the squadron must notify HQ USFJ/J2 in accordance with AFI 36-3208, paragraph 1.8 and AFI 31-501. Please review these instructions and take any appropriate action prior to submitting the member's PIF and RIP to Civil Law.

7. Remember, our purpose is to better serve you. The quicker we get all that we need from you, the faster we'll be able to process the discharge.

GOALS:

We in Civil Law constantly strive to give our customers the best service possible. The following is an evolving list of goals that Civil Law strives to attain:

1. 90% of notification for admin discharge cases processed within 15 days.
2. Reduce the days between incident date and initiation for discharges.
3. Prepare admin discharge booklet for Commanders and First Sergeants.
4. Publish monthly Civil law info sheet.
5. Meeting general suspenses, legal reviews/opinions; Goal - 85%

6. Prepare barment/warning letter within 2 days of receiving report; Goal - 100%

7. Appeals of barment - response within 2 days of receipt; Goal - 100%

We will maintain quality service while reaching these goals.



DON'T FORGET - WE ARE HERE TO SERVE YOU.
IF YOU HAVE QUESTIONS, DON'T HESITATE TO CALL!